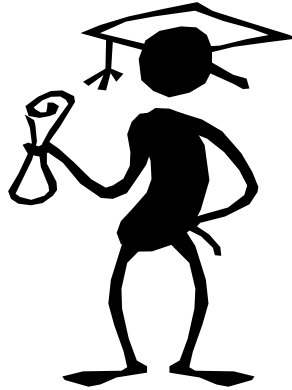


REVIEW OF INTERVIEW AND SELECTION



If you are a CMS certified interviewer, you may wish to attend this training to review the techniques for interview and selection. During this one day program we will:

- ♦ Review of Governor Quinn's Administrative Order #2 (2009)
- ♦ Review the process for conducting a structured interview
- ♦ Provide opportunities for questions and suggestions

This Class does not replace the on-line Rutan refresher needed to comply with Administrative Order #2 (2009).

Springfield

1:00 – 4:00

February 25

March 18

April 17

May 13

June 12

Chicago

1:00 – 4:00

Bilandic Building 160 North LaSalle

February 6

March 13

April 9

May 20

June 4

***Please note! Bring your
Interview & Selection manual.***

Reserve your place for this workshop by contacting your training coordinator. If you do not know who your training coordinator is please contact Lance Kaidell at 217-558-4847.

Registration closes seven calendar days prior to each class. Because seating is limited, register early. Classes with less than fourteen registrants will be canceled.

CMS/ Bureau of Personnel/
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